



## APPLICANT CHECKLIST-(MERIT PROMOTION)

Use this list when you apply for a civilian job with the Department of the Army to ensure your application is complete. We recommend that you print a copy of this checklist and keep it handy for reference while you apply. Sometimes qualified, otherwise eligible jobseekers are eliminated from consideration simply because they did not include a required document with their application.

Be sure to read and follow the instructions carefully, as you may not be asked to provide missing application information. If your application is NOT complete, you may receive an ineligible rating and lose your chance to be considered.

### All Department of the Army job applications require:

- A copy of your **RESUME** showing relevant experience. Your resume may be submitted in any format.

Your resume *must* include your first and last name, current address, current email address, current phone number, job title, duties and accomplishments. For qualifications determinations your resume must contain hours worked per week **and** the dates of employment (i.e., month/year to month/year or month/year to present). If your resume does not contain this information, your application will be marked as incomplete and you will not receive consideration for this vacancy. You are encouraged to include your employer's name and address, and your supervisor's name and phone number, as selecting officials frequently check references before scheduling interviews. If you are a Federal Civil Service employment should include your job title, pay plan, series and grade level (e.g. Human Resource Specialist, GS-0201-09).

**Note:** If you submit more than one copy of your resume, only the most recent version will be reviewed. If your resume includes a photograph or other inappropriate material or content, it will not be used and you may not be considered for this vacancy.

For additional information on creating a resume, see the [USAJOBS Resume Builder](#)

- Your responses to all the questions in the **online questionnaire**.
- Documentation which **proves you are eligible to apply** for the vacancy. The "[Proof of Eligibility](#)" attachment describes eligibility categories and what document(s) are required as proof. You must meet the requirements of at least one eligibility category, specified in the "Who May Apply" section of the job opportunity announcement, to receive further consideration.

### In addition, some jobs also require:

- **Transcripts**
- **Copies of job-related Licenses or Certificates**

For additional information, see [Transcripts and Certificates in Job Applications](#)



## TRANSCRIPTS AND CERTIFICATES IN JOB APPLICATIONS

Sometimes qualified, otherwise eligible jobseekers are eliminated from consideration simply because they did not include the transcripts need by Human Resources in order to make a qualification determination based on OPM's qualification standards. Human Resource Specialists are not allowed to make assumptions such as, if you have a Master's Degree then you also have a Bachelor's Degree—they have to have a copy of the transcripts to be sure. You may have much more education than is required to meet the minimum qualification requirement (definitely include that information in your resume for the selecting officials), but in most cases an education requirement is satisfied with education earned at a baccalaureate level.

— **DOES THIS OCCUPATION REQUIRE A DEGREE OR HAVE A SPECIFIC EDUCATION REQUIREMENT?**

If this position has a degree or education requirement you are **required** to submit a copy of your transcript. If you claim qualifications based on education and/or the position has a positive education requirement and you do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified." Education must be accredited by an accrediting institution recognized by the U.S. Department of Education for it to be credited towards qualifications. Therefore, provide only the transcripts from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Check accreditation status at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified. If selected, you will need to provide an official/sealed transcript prior to appointment.

— **ARE YOU TRYING TO QUALIFY FOR THIS JOB BASED ON YOUR EDUCATION ALONE, OR A COMBINATION OF YOUR EDUCATION AND YOUR EXPERIENCE?**

You are **required** to submit a copy of your transcript. If you claim qualifications based on education and/or the position has a positive education requirement and you do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified." Education must be accredited by an accrediting institution recognized by the U.S. Department of Education for it to be considered in qualification determinations.

— **IS YOUR QUALIFYING EDUCATION FROM A FOREIGN INSTITUTION?**

If your qualifying education was earned at a foreign institution, it must be evaluated for U.S. equivalency in order to be considered for a position. You are **required** to submit documentation from a private U.S. organization that specializes in the interpretation of foreign education credentials (credentialing evaluation service).

For additional information , see [Foreign Education](#)

— **DOES THIS POSITION REQUIRE A JOB-RELATED LICENSE OR A CERTIFICATE?**

Please follow the announcement instructions for identifying or including a copy of your license or certificate in your application.



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## PROOF OF ELIGIBILITY

The job opportunity announcement contains a section titled "Who May Apply" which lists one or more categories of eligibility. Only individuals who meet an eligibility category listed in the "Who May Apply" section will be considered.

**Note:** These eligibility categories are common to Department of the Army merit promotion vacancies. The **job opportunity announcement** will identify one, some, or all of these categories for the specific job being recruited.

- **IF YOU ARE A CURRENT CIVILIAN EMPLOYEE WITH THE DEPARTMENT OF THE ARMY:** Department of the Army regulations include several employment categories in the definition of "current Army civilian employee."
- ◇ **CIVILIAN EMPLOYEES SERVING ON A PERMANENT APPOINTMENT.** You must submit a copy of your most recent SF-50, Notification of Personnel Action. Block 24 of your SF-50 must be a "1" or "2" AND block 34 must be a "1." Army employees can access their SF-50 at: [My Biz](#).
  - ◇ **CIVILIAN EMPLOYEES SERVING ON AN EXCEPTED SERVICE VETERANS RECRUITMENT APPOINTMENT (VRA).** (Jobs at the GS-11 level or below only). This category ONLY includes those who have personal career or career-conditional status earned with prior employment in the competitive service. If you are eligible in this category, you are required to submit two SF-50s: (1) An SF-50 showing current Army Excepted Service VRA appointment (block 24 must be a "1" or "2" AND block 34 must be a "2."), **and** (2) an SF-50 showing career/ career-conditional employment in the Competitive Service (block 24 of your SF-50 must be a "1" or "2" AND block 34 must be a "1").
  - ◇ **CIVILIAN EMPLOYEES SERVING ON AN EXCEPTED SERVICE APPOINTMENT WITH THE DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS) APPLYING TO A COMPETITIVE SERVICE POSITION.** This category ONLY includes those who have personal career or career-conditional status earned with prior employment in the competitive service. If you are eligible in this category, you are required to submit two SF-50s: (1) an SF-50 showing current Army DCIPS employment, **and** (2) an SF-50 showing career/ career-conditional employment in the Competitive Service (block 24 of your SF-50 must be a "1" or "2" AND block 34 must be a "1").
  - ◇ **CIVILIAN ARMY EMPLOYEES SERVING ON AN EXCEPTED SERVICE APPOINTMENT WITH THE DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS) APPLYING TO A DCIPS POSITION.** This category applies to those who are current DCIPS employees with the Department of Army who are eligible for reappointment as a result of personal competitive status earned with prior employment; **or** those who are currently serving on an Army DCIPS appointment without time limitation. If you are eligible for this category, you are **required** to submit a copy of your most recent SF-50 (block 24 must be a "1" or "2" AND block 34 must be a "2") **and** an SF-50 which reflects your highest grade held on a permanent basis.
  - ◇ **CIVILIAN EMPLOYEES SERVING ON A TEMPORARY OR TERM APPOINTMENT.** This category ONLY includes those who have personal career or career-conditional status, earned with prior employment in the Competitive Service. If you are eligible in this category, you are **required** to submit two SF-50s: (1) an SF-50 showing current Army employment, **and** (2) an SF-50 showing career/career-conditional employment in the Competitive Service (block 24 of your SF-50 must be a "1" or "2" AND block 34 must be a "1").

**Note:** The "current Army employee" category does not include permanent Army National Guard employees in the competitive service.

## PROOF OF ELIGIBILITY

- **IF YOU ARE A CURRENT OR FORMER PERMANENT FEDERAL EMPLOYEE:** You are **required** to submit:
  - ◇ A copy of your last or most recent SF-50, Notification of Personnel Action, (block 24 must be a "1" or "2" AND block 34 must be a "1"). DOD employees can access their SF-50 at: [My Biz](#).

For additional information for retired federal employees, see [Reemployed Annuitant](#)  
For additional information for former federal employees, see [Reinstatement Eligible](#)

- **IF YOU ARE A CURRENT DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS) EMPLOYEE (EXCLUDING ARMY):** You are eligible for this category if you are a current Department of Defense (i.e., Air Force, Navy, Marines, DLA, DFAS, DIA, or DoDEA) DCIPS employee; **and a** former permanent federal employee who has reappointment eligibility. You are **required** to submit:
  - ◇ A copy of your most recent SF-50, Notification of Personnel Action, block 24 must be a "1" or "2" AND block 34 must be a "2."

- **IF YOU ARE ELIGIBLE UNDER AN INTERCHANGE AGREEMENT:** You are **required** to submit a copy of your most recent SF-50, "Notification of Personnel Action" (or equivalent), providing information pertinent to your appointment eligibility for the position in which you are applying. If you are applying under the Non-Appropriated Fund (NAF) Interchange, you must submit two personnel actions, which are your appointment and most recent personnel actions.

For additional information , see [Interchange Agreements with other Merit Systems](#)

- **IF YOU ARE ELIGIBLE UNDER A SPECIAL APPOINTING AUTHORITY:** You are required to submit proof of your eligibility (for example, a copy of qualification certificate from a State or Federal Vocational Rehabilitation Office (Schedule A appointment of people with disabilities). Examples of special appointment authority include appointment of people from Administrative Office of the U.S. Courts, Commissioned Corps of the Public Health Service, General Accounting Office, Land Management Workforce Flexibility Act, Panama Canal Commission, Peace Corps, Postal Career Service/Postal Rate Commission, Special Inspector General for Afghanistan Reconstruction (SIGAR), VISTA/ACTION Volunteers, etc. You are required to provide acceptable documentation of your appointment eligibility, by submitting a copy of proof of employment, from the appropriate agency with your completed application.

For additional information, see [Special hiring authorities](#) and [Disability hiring authority](#)

- **IF YOU ARE ELIGIBLE UNDER THE INTERAGENCY CAREER TRANSITION PROGRAM (ICTAP):** *Note:* this category does not include Department of Defense employees.
- You are **required** to submit:

- ◇ A copy of your agency specific ICTAP eligibility notice or a copy of your separation personnel action form (does not include a certificate of expected separation); **AND**,
- ◇ A copy of your most recent annual performance appraisal; **AND**,
- ◇ A copy of your most recent non-DoD SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.

For additional information, see [ICTAP Information](#)

## PROOF OF ELIGIBILITY

### — **IF YOU ARE A VETERANS RECRUITMENT APPOINTMENT (VRA) ELIGIBLE OR VETERANS EMPLOYMENT OPPORTUNITY ACT (VEOA) OF 1998 ELIGIBLE:**

You are required to submit legible copy/copies of the following:

- ◇ DD Form 214, "Certificate of Release or Discharge from Active Duty," showing all dates of service, as well as character of service (Honorable, General, etc.). The member 4 copy of your DD Form 214 is preferable.
- ◇ If applicable: Letter from the Department of Veterans Affairs, dated 1991 or later, or certification letter certifying your OVERALL Service Connected Disability. The OVERALL rating must be identified on your certification letter or Separation Orders.
- ◇ Optional/If applicable: Standard Form-15 (SF-15), an Application for 10-Point Veterans' Preference.

OR

- ◇ **Future Military Retirees\***: You are required to submit a copy of your retirement DD Form 214 OR certification document\*\* OR a copy of your retirement letter AND a copy of your terminal leave request (if applicable). You will be required to provide your DD Form 214 upon issuance.

OR

- ◇ **Future Separation from the Military\***: You are required to submit a copy of your most recent DD Form 214 OR certification document\*\* OR a copy of your most recent active duty orders AND a copy of your terminal leave request (if applicable). You will be required to provide your DD Form 214 upon issuance.

OR

- ◇ **Disabled Veterans**: You are required to submit a copy of one of the separation documents identified above **AND** documentation of your overall service connected disability identified on the SF-15, page 2, section B or Section C.

\* Active duty military members who are selected may not be appointed unless on terminal leave or already separated from the armed forces.

\*\* The "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification is signed. The certification **MUST** show the characterization of your discharge (Honorable, General, etc.).

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### — **IF YOU ARE A VETERAN WITH A SERVICE-CONNECTED DISABILITY OF 30% OR MORE:** You are required to submit legible copy/copies of the following:

- ◇ DD Form 214, "Certificate of Release or Discharge from Active Duty," showing dates of service, as well as character of discharge; member 4 copy of the DD Form 214 is preferable (Note: If you have more than one DD Form 214 for multiple periods of active duty service, you should submit a copy for each period of service.); **AND**
- ◇ A copy of a letter from the Department of Veterans Affairs, dated 1991 or later, certifying an OVERALL Service Connected Disability of 30% or more; **OR,**
- ◇ DD Form 214, which reflects the character of service of **"Retirement-Disability"**; **OR**
- ◇ Certification document\* which reflects your OVERALL service connected disability of 30% or more.
- ◇ Optional: Standard Form-15 (SF-15), an Application for 10-Point Veterans'

\* The "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification

## PROOF OF ELIGIBILITY

is signed AND has a compensable service-connected disability. The certification **MUST** show the characterization of your discharge (Honorable, General, etc.) and **OVERALL** compensable service-connected disability percentage.

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- **IF YOU ARE A VETERAN ELIGIBLE FOR 10-POINT OTHER VETERANS' PREFERENCE:** You are **required** to submit acceptable proof of your preference or appointment eligibility. Acceptable documentation is a DD Form 214, "Certificate of Release or Discharge from Active Duty," showing dates of service, as well as character of service (Honorable, General, etc.) and time lost (if any). The member 4 copy of your DD Form 214 is preferable (Note: If you have more than one DD Form 214 for multiple periods of active duty service, you should submit a copy for each period of service.).
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- **IF YOU ARE A VETERAN ELIGIBLE FOR 5-POINT VETERANS' PREFERENCE:** You are **required** to submit acceptable proof of your preference or appointment eligibility. Acceptable documentation is a DD Form 214, "Certificate of Release or Discharge from Active Duty," showing dates of service, as well as character of service (Honorable, General, etc.) and time lost (if any). The member 4 copy of your DD Form 214 is preferable (Note: If you have more than one DD Form 214 for multiple periods of active duty service, you should submit a copy for each period of service.).

| Additional Veterans' Information:   |   |
|---|---|
| To obtain a copy of your DD-214 from the National Archives website                          | <a href="#">Military Service Records</a>  |
| If you are not sure of your preference eligibility, visit the Department of Labor's website | <a href="#">Veterans' Preference Advisor</a>  |
| For more veterans' preference information click here  | <a href="#">Veterans' Preference Information</a>  |
| For more information on veteran's appointing authorities                                    | <a href="#">Veteran's Employment Opportunities Act (VEOA)</a><br><a href="#">Veteran's Recruitment Act (VRA)</a><br><a href="#">30% or More Disabled Veterans</a> |
| To obtain a copy of the SF-15   | <a href="#">Standard Form 15</a>  |

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**IF YOU ARE ELIGIBLE FOR VETERANS EMPLOYMENT OPPORTUNITY ACT (VEOA) OF 1998 AS A DERIVED VETERANS' PREFERENCE ELIGIBLE:**

Widow, widower, spouses or the mother of a veteran who are eligible for 10-point veterans' preference must submit legible copy/copies of the following:

- ◇ Standard Form-15 (SF-15) (optional), an Application for 10-Point Veterans' Preference (To obtain a copy of SF-15, go to [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf)); **AND**,
- ◇ **Spouse of a 100% Disabled Veteran or Veteran's Unemployable in Federal Service:** Letter from the Department of Veteran's Affairs, dated 1991 or later, certifying the OVERALL disability rating and/or unemployable status, DD Form 214 reflecting the member of the armed forces was released or discharged from active duty due to a service-connected disability (the DD Form 214 must show all dates of service, as well as character of service) AND verification of the marriage to the service member (i.e., a marriage license or other legal documentation verifying marriage); **OR**,
- ◇ **Un-remarried Widow or Widower of a Veteran:** Verification of the marriage to the service member (i.e., a marriage license or other legal documentation verifying marriage), AND a DD Form 214 (must show all dates of service, as well as character of service) and documentation of the service member's death (Death Certificate) after he/she was released



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or discharged from active duty, OR documentation the member of the armed forces was killed while serving on active duty (DD1300); **OR,**

- ◇ **Mother of a Deceased Veteran:** Verification that the veteran is your child (e.g. certificate of live birth); AND verification of the marriage to the service member's father (i.e., a marriage license or other legal documentation verifying marriage) and documentation of the husband's total/permanent disability, death certificate and/or remarriage certificate with that husband's disability, death certificate, divorce or separation papers; AND documentation the member of the armed forces was killed while serving on active duty (DD1300); OR DD Form 214 (must show all dates of service, as well as character of service) reflecting the member of the armed forces was released or discharged from active duty due to a service-connected injury or illness and documentation of the service member's death (Death Certificate) after he/she was released or discharged from active duty; **OR,**
- ◇ **Mother of a Disabled Veteran:** Letter from the Department of Veteran's Affairs, dated 1991 or later, certifying the OVERALL disability rating; AND Verification that the veteran is your child (e.g. certificate of live birth); AND verification of the marriage to the service member's father (i.e., a marriage license or other legal documentation verifying marriage) and documentation of the husband's total/permanent disability, death certificate and/or remarriage certificate with that husband's disability, death certificate, divorce or separation papers; AND DD Form 214 (must show all dates of service, as well as character of service) reflecting the member of the armed forces was released or discharged from active duty due to a service-connected injury or illness.

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- **IF YOU ARE ELIGIBLE FOR MILITARY SPOUSE PREFERENCE or MILITARY SPOUSE UNDER EXECUTIVE ORDER 13473:** You are **required** to submit acceptable documentation of your appointment eligibility which includes the following:
    - The service member's permanent change of station orders, including
      - a statement authorizing the spouse to accompany the member to the permanent duty station (if the spouse is not listed on the orders, then a command sponsorship letter must be submitted),
      - the specific location to which the member is assigned, reassigned, or transferred to on a permanent basis, and
      - the effective date of the permanent change of station
    - Verification of the marriage to the service member (i.e., a marriage license or other legal documentation verifying marriage);
    - Verification of the member's 100 percent disability; and/or
    - Verification of the member's death while on active duty.
  - Additionally, you may need to submit a Standard Form-15 (SF-15), an Application for 10-Point Veterans' Preference, and applicable supporting documents as noted on the form.

For additional information, see

[Military Spouse Preference \(MSP\)](#) in the Priority Placement Program (PPP) or  
[Military Spouse under Executive Order 13473](#) or  
[Overseas Military Spouse Preference](#)

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- **IF YOU ARE ELIGIBLE FOR APPOINTMENT as OVERSEAS FAMILY MEMBER:** You are **required** to submit acceptable documentation of your appointment eligibility which includes the following: The sponsor's permanent change of station orders, including a statement authorizing the spouse/family member to accompany the sponsor to the permanent duty station, the specific location to which the sponsor is assigned, reassigned, or transferred to permanent change of station orders, and the effective date of the permanent change of station and

## PROOF OF ELIGIBILITY

verification of the relationship (i.e. marriage certificate, certificate of live birth, etc.). If you are currently employed by the federal government in an excepted service Schedule A family member position in an overseas location, you also need to include a copy of your most recent SF-50 reflecting in block 24 either a "0" or "3" AND block 34 should reflect a "2."

NOTE: If you are a spouse or dependent of a contractor employee, you do not meet the definition of an overseas family member for purposes of employment.

Military spouse or family member preference can only be used once per permanent change of station.

For additional information, see [Overseas Family Member Preference](#)

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### — IF YOU ELIGIBLE FOR FAMILY MEMBER APPOINTMENT UNDER EXECUTIVE ORDER

**12721:** You are **required** to submit acceptable documentation of your appointment eligibility which may include the following: A copy of your last or most recent SF-50, "Notification of Personnel Action," reflecting 52 weeks of creditable service or 26 weeks of creditable service if the sponsor's tour was curtailed.

For additional information, see [Executive Order 12721](#)

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### Important Notes

\* You are highly encouraged to upload/save all your documents in [your USAJOBS account](#): . You only have to upload/save documents once and you can to apply to future vacancies quickly.

\* For instructions on how to upload/save documents please review this link: [How do I upload/save documents?](#)

\* It is your responsibility to verify that all information in your resume and documents, whether uploaded or faxed, are received, legible, and accurate. The Human Resources Office will not modify your answers or documents.

\* For instructions on how to fax your documents please review this link: [How to Apply via Fax](#)

\* Please do not upload training certificates, copies of awards, certificates of completed security investigations, or other extraneous documents. These documents are not used for determining qualifications or eligibility and may not be forwarded to the selecting official.

\* Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents like military orders and marriage certificates may contain personal information for someone other than yourself. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected, to confirm your eligibility.